



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAS PENSACOLA
190 RADFORD BLVD
PENSACOLA, FLORIDA 32508-5217

IN REPLY REFER TO

NASPNCLAINST 4480.1K
Code 41300

MAR 20 2000

NASPNCLA INSTRUCTION 4480.1K

Subj: CASH SALES OF GOVERNMENT MATERIAL

Ref: (a) NAVSUP Manual, Vol. II, Ch. 5
(b) NAVCOMPT Manual, Vol. III, Par. 032511

Encl: (1) Sample Requisition and Invoice/Shipping Document, DD 1149 (9 pt), covering cash sales of fuel

1. Purpose. To establish procedures and responsibilities for handling cash sales of Navy material and supplies to private contractors and individuals per references (a) and (b).

2. Cancellation. NASPNCLAINST 4480.1J

3. Information

a. Except where advance deposit has been made (see subparagraph 3d below), cash sales of Navy material to private parties require payment in advance or concurrently with delivery of material. The term "concurrently with delivery of material" will be construed to mean payment must be in the hands of the Supply Director or his/her authorized representative at the time of release of the material from naval custody. Payment will be made in cash or by check made payable to the Treasurer of the United States.

b. Cash sales to private parties will normally be established by advance notice and authorization through official channels; however, unscheduled or emergency requirements may preclude advance authorization and necessitate local determination in accordance with guidance provided in references (a) and (b).

c. Pricing will be in accordance with paragraphs 25315-8 and 25320 of reference (a).

d. Companies having special deposit accounts are listed in paragraph 032102.3a of reference (b).

4. Action

a. Supply Division

(1) Petroleum Products

(a) The Fuel Branch (Code 41300) is responsible for the preparation and processing of paperwork and the collection of funds governing fuel issue. The Fuel Branch is manned from 0630 to 1500 Monday through Friday. The Supply Duty Desk phone, 452-3468/69, is assigned this responsibility during holidays and hours other than those cited above. Issues will be made on a Requisition and Invoice/Shipping Document, DD 1149 (9 pt), prepared in accordance with enclosure (1). The legible signature of the pilot will be obtained on both the delivery and receipt copies of each document.

MAR 20 2000

(b) Air Operations Duty Officer will, upon receipt of a request from a transient contractor or private party for aviation fuel or related petroleum products, contact the Commanding Officer and/or the Command Duty Officer to obtain authorization for a cash sale transaction. When authorization is received, notify the Fuel Branch (Code 41300), 452-3299, during normal working hours. After working hours, notify the Supply Duty Desk, 452-3468/69.

(c) Fuel Branch (Code 41300)/Supply Division Duty Section (Code 41410) will:

1. Receive DD 1149 and funds.
2. Prepare smooth typewritten DD 1149 if necessary.
3. Furnish Defense Finance and Accounting Services (DFAS), Defense Accounting Office (DAO), Cleveland Center, Building 603-0, Pensacola, Florida (Code 0235.3), a copy of smooth DD 1149.
4. Promptly deliver funds and attendant documents to DFAS (Code 51), Building 603-0, who will hold in suspense account.
5. Prior to filing, the fuel clerk will ensure all fuel related documents, including receipts of monies processed by DFAS (Code 51), are initialed by the Fuel Supervisor (Code 41300).

(2) Other Than Petroleum Products. Material in this category will be processed through the stock records. Aviation Support Section (Code 41410) will be responsible for preparation of DOD Single Line Item Requisition System Document, DD 1348-1, collection of funds, and for prompt delivery of funds to DFAS (Code 51).

b. Director, DFAS-DAO is responsible for receiving funds from the Supply Department representative, depositing same with the Disbursing Officer, and processing applicable documents.

5. Tenant Activities are requested to comply with the provision of this instruction.

6. Forms. DOD Single Line Item Requisition System Document, DD 1348-1, and Requisition and Invoice/Shipping Document, DD 1149 (9 pt), may be obtained through normal supply channels.


RANDAL L. BAHR

Distribution:

A C
(NASPNCLAINST 5216.1T)

Stocked:

Commanding Officer
NAS Pensacola
190 Radford Blvd
Pensacola, FL 32508-5217

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0245), Washington, DC 20503.

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1. FROM: (Include ZIP Code)

N00204, SUPPLY OFFICER
385 MILLINGTON AVENUE
NAS, PENSACOLA, FL 32508-5014

2. TO: (Include ZIP Code)

3. SHIP TO - MARK FOR

(SIGNATURE OF PILOT)

(AIRCRAFT SERIAL NUMBER)

17x4911.2310

ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND / OR SERVICES
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(5)

NSN: 9130-00-273-2379, JP5 FUEL, AVIATION TURBINE

COMBUSTIBLE LIQUID, UN1863

a. 3.5% For Cost of Handling (if applicable)

b. 2% Administrative Charge

c. Federal Tax (if applicable)

100

Cost are in accordance with

to the credit of the Navy Ge

NAVCOMPT Manual Vol. III,

TRANSPORTATION VIA MATS OR MATS

ISSUED BY	TOTAL
CONTAINING	

CONTINUED

CHECKED BY	
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2	1	1
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PACKED BY	
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DD Form 1149, JAN 93

(1) Enclosure

DD Form 1149, JAN 93

S/N 0102-LF-015-8500

NASPNCLAINST 4480.1K